



Examination

California State Lands Commission

The California State Lands Commission is an equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is the objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

GRADUATE LEGAL ASSISTANT

THIS IS AN OPEN EXAMINATION - SPOT - SACRAMENTO

FINAL FILING DATE: September 10, 2009

HOW TO APPLY: Obtain a State Application (Form 678) at CA State Lands Commission offices, Employment Development Department (EDD) offices, or download an application from the web at www.spb.ca.gov or www.slc.ca.gov. Standard State application (Form 678) must contain an original signature. **Faxed applications will not be accepted.**

Submit applications to:
California State Lands Commission
100 Howe Avenue, Suite 100-South
Sacramento, CA 95825-8202
Attn: Personnel

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination". You will be contacted to make specific arrangements.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.

NO WRITTEN TEST REQUIRED

QUALIFICATIONS APPRAISAL PANEL INTERVIEW: It is anticipated that interviews will be held in **September/October 2009**.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the Qualifications Appraisal Panel Interview.

Interviews will be scheduled in Sacramento.

SALARY RANGE: \$3,702 – \$4,064 per month.

THIS IS AN OPEN SPOT EXAMINATION. Applications will not be accepted on a promotional basis.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the entrance requirements for this examination by **September 10, 2009**, the final filing date.

MINIMUM QUALIFICATIONS

Current eligibility to take the California State Bar examination. (Persons in their last year of law school may compete in the examination but may not be appointed until they have eligibility to take the California State Bar examination.)

THE POSITION

This class is primarily designed to afford law school graduates, not yet certified by The California State Bar Association, an introduction to legal practice in the State service. It enables State departments to utilize the services of law school graduates who are awaiting the results of The California State Bar examination for sub-professional legal work and facilitates recruitment of recent graduates for legal careers in State

service. Incumbents in the class must demonstrate acceptable progress toward higher level (i.e., the Legal Counsel class) in order to continue their employment in the class. As one measure of this progress, an incumbent must successfully pass the written portion of the State Bar examination within 12 months of appointment. Failure to meet this standard will be considered evidence of unsatisfactory progress and cause for rejection during the probationary period.

Under close supervision of the Attorneys, the Graduate Legal Assistant analyzes legal problems; does routine legal research; prepares drafts of legal documents, briefs, reports, resolutions and legislative measures; ascertains the last amended form of the statutory law on a given subject; compiles, annotates, and indexes provisions of law and of legislative measures; serves legal papers; assists in answering court calendars; secures information regarding court decisions; assists in the work of a law library; keeps records and indexes of legal cases; prepares and dictates correspondence.

POSITION(S) MAY EXIST IN SACRAMENTO.

SUPPLEMENTAL APPLICATION

In addition to the Qualifications Appraisal Interview, the department may require that competitors complete a supplemental application designed to explore education and experience related to the Graduate Legal Assistant classification. The supplemental application would be sent to all persons who meet the requirements for admittance to this examination. The supplemental application would be used to screen only those individuals who best meet the needs of the California State Lands Commission to the Qualifications Appraisal Panel Interview, and would be based on the knowledge and abilities listed under the "Scope" section of this bulletin. If this option is used, persons who do not return the completed supplemental application will be considered to have withdrawn from this examination.

EXAMINATION INFORMATION

This examination will consist of a Qualification Appraisal Interview. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview.

QUALIFICATIONS APPRAISAL – WEIGHTED 100%

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

GRADUATE LEGAL ASSISTANT
OA60/5797 EXAM CODE: 10414BH

FINAL FILING DATE: September 10, 2009

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From voice phones: 1-800-735-2929

GRADUATE LEGAL ASSISTANT

BULLETIN RELEASE DATE: August 12, 2009

SCOPE:

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

- A. Knowledge of:
1. Legal principles and their application, the use of legal reference works, and legal terms.

- B. Ability to:
1. Reason logically;
 2. Analyze situations accurately and adopt an effective course of action.

Veterans' Preference will be granted in this examination.
Career Credit Points will not be granted in this examination

ELIGIBLE LIST: The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

GENERAL INFORMATION

It is the candidate's responsibility to contact the State Lands Commission Personnel Office three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate's responsibility to contact the State Lands Commission Personnel Office at (916) 574-1910 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board office, local offices of the Employment Development Department, and the State Lands Commission.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the services if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional; 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. When credit is granted it is as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans' preference are on the Veterans' Preference Application which is available from the State Personnel Board offices or written test proctors.

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